

**TOWN COUNCIL
WORK SESSION MEETING**

Monday, January 6, 2020
7:30 pm
Municipal Building

Agenda

1. Call to Order
2. Roll Call of Council
3. Moment of Silence
4. Pledge of Allegiance to the Flag of the United States of America
5. Approval of Agenda
6. Consent Agenda
 - a. Approval of the Meeting Minutes (December 4 and 19, 2019)
7. Public Period (limit 2 minutes for each speaker)
8. Report of Officers and Committees
 - I. Town Treasurer Report
 - II. Public Works Director Report
 - III. Circuit Rider
 - IV. Code Enforcement/Ombudsman Report & Police Chief
 - V. Town Administrator Report
 - VI. Council Report (Ward I; Ward II; Ward III)
 - VII. Mayor's Report
9. Legislation
10. New Business
11. Closed Session
12. Adjournment

**Town of Forest Heights
Council Work Session-7:30 PM
Monday, December 4, 2019
Municipal Building
Meeting Minutes**

Call to Order: -7:30 pm

Roll Call: CM Barnes, CM Kennedy II, CW Hines, Mayor Muhammad present. CM Washington, CW Noble, CW Mann absent.

Moment of Silence:

Pledge of Allegiance:

Approval of Agenda: Motion by CW Hines to approve the agenda; seconded by CM Kennedy II; all in favor; motion passed.

Approval of Meeting Minutes from November 20, 2019: Motion by CM Kennedy II to approve the November 20, 2019 minutes; seconded by CW Hines; all in favor; motion passed.

Presentation by Tracy Stutter and Eli Morrick of Petra Development: Mr. Morrick announced a proposal to develop mixed-use properties on the southwest edge of a residential area in the Town of Forest Heights, which would include senior housing, affordable housing, and retail/commercial space. Ms. Stutter described the steps needed to rezone the property. The properties are currently zoned R-55(One-Family Detached Residential) and R-R (Rural Residential). Petra put in a rezoning application. The sector plan passed by the Town in 2014 needs to be amended to reflect the zoning change, and the proposal needs a master plan conformance to move forward. They are requesting that the Council move forward with the amendment to the 2014 sector plan, a letter of support for the Planning Board and County Council, and the Town Council to pass a resolution supporting the development. A Road Waiver would also be needed to build an access road, as well as a tax abatement.

Public Period-- None

Staff Reports

Treasurer's Report: Status report of the Town's finances for the month of November 2019 were distributed to the Town Council.

Public Works Report: Public Works is working with Fort Myer Construction and SHA (State Highway Administration) on infrastructure for North Huron Drive. The Department met with District Three of SHA concerning the ownership of Sachem Hill. That matter has been turned over to the Town Attorney and ownership is still being determined. Benches for the Community Gathering Space will be put up within the week. A contract has been signed for maintenance work for Rolph Drive. Public Works employees will also receive training on tree boxes. Mr. Larry Vaughn announced Mr. Dunkley as the new Building Custodian. Mr. Vaughn is in the process of obtaining an erosion control certificate from SHA.

Circuit Rider's Report: Mr. Stanley Mosley described the progress of a grant for robotic cameras that would tie into a Horizon television station, for the purpose of having a public access show. He is working with Pepco to see about payment of LED lights in Town Hall.

Chief of Police Report: Status report for the month of November 2019 were distributed to the Town Council.

Code Enforcement Report: Officer Joseph Hawkins reported that the Code Enforcement software is up and running and automates the process for issuing forms. A portal will be put up on the website for visitors to have access to forms.

Town Administrator's Report: Mr. Robinson stated that the asbestos removal in the Municipal Building will take place on December 16, 17, and 18. The building will be closed during this time.

Council Reports

Ward I -- None

Ward II -- None

Ward III: CW Hines announced the Town Tree Lighting on Friday, December 6 at 6pm, and the Children's Holiday Party on Saturday, December 21 from 2-5pm.

Mayor's Report: Mayor Muhammad asked everyone to make new Town employees feel welcome. The Town Clerk added the Senior Gala announcement on Saturday, December 14 from 4-8pm, and the Christmas Basket Giveaway on December 20th.

Legislation

Resolution 68-19 A Resolution for the adoption of an amendment to the Town's Employee Handbook regarding the take-home vehicle program; and generally relating to the authorization and use of vehicles and other transportation; introduced by CM Barnes; motion by CM Barnes to waive the full reading; seconded by CM Barnes; all in favor; motion passed; discussion; CM Barnes requested a deletion of page 4, paragraph 4 on long-term use, stating that he felt no Town employee should take home vehicles and wanted to change the language as to who could authorize it; Attorney Best noted that the policy would be silent on long-term vehicle use.

Resolution 69-19: A Resolution of the Mayor and Council of the Town of Forest Heights, Maryland, to approve the employment and appointment of Officer Antoine Williams as a full-time police officer to serve within the Forest Heights Police Department; introduced by Mayor Muhammad; motion by CW Hines to waive the full reading; seconded by CM Kennedy II; all in favor; discussion; Chief Anthony Rease stated that Williams originally came as a reserve officer, and has been part-time since August.

Resolution 70-19: A Resolution to authorize the mayor to distribute a Christmas bonus to the Town employees; introduced by Mayor Muhammad; motion by CW Hines to waive the full reading; seconded by CM Kennedy II; discussion.

New Business: CW Hines asked about participating in Adopt-A Tree along Maryland 210 next year. Chief Anthony Rease announced that Target donated \$200 gift cards to each child participating in the Town's Shop with a Cop program set for December 13th. The FHPD will also be participating in the county Shop with a Cop on Saturday, December 14th. He also stated that the Police Department will be doing a Santa Run in Town on Christmas Eve at 7PM. and will bring gifts to any children outside.

Meeting Adjourned: 8:44pm.

**Town of Forest Heights
Special Meeting-8:00 PM
Thursday, December 19, 2019
Municipal Building
Meeting Minutes**

Call to Order: 8:05 PM

Roll Call: CW Hines, CW Mann, CW Noble, CM Washington, CM Barnes, Mayor Muhammad present. CM Kennedy II arrived late.

Moment of Silence

Pledge of Allegiance:

Approval of Agenda: Motion by CM Washington to approve the agenda with an amendment to add Resolution 71-19 to the agenda; motion by CM Washington to approve the agenda as amended and enter into Closed Session; seconded by CM Barnes; motion passed.

Motion by Mayor Muhammad to enter into closed session; motion passed.

Closed Session- 8:40 PM; Motion by CM Kennedy II to enter a closed session; seconded by CW Hines; all in favor; motion passed.

FORM OF STATEMENT FOR CLOSING A MEETING

Location: Town of Forest Heights, Maryland Date: December 19, 2019 Time: 8:15 p.m.

Vote to Close Session:	YES	NO	ABSTAIN	ABSENT
Mayor Habeeb-Ullah Muhammad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilman Calvin Washington	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilman Robert Barnes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilwoman Cynthia Mann	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilman Jonathon Kennedy II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilwoman Paula Noble	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilwoman Taunya Hines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STATUTORY AUTHORITY TO CLOSE SESSION

State Government Article Section 10-508(a):

1. ☐ To discuss:
 - (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom the Town has jurisdiction; or
7. ☐ To consult with counsel to obtain legal advice on a legal matter.

Motion by CM Kennedy to exit closed session; seconded by CW Hines.

Back in Session at 9:35pm

Persons attending closed session: CM Washington (left), CM Barnes, CW Mann (left), CM Kennedy II, CW Hines, Attorney Kevin Best, Town Administrator Linwood Robinson, Town Clerk Sherletta Hawkins, Chief Rease, Mayor Muhammad

Mayor Muhammad restated the reasons of the closed session to the public, including how it pertained to the issue of dual office of profit and the opinion of the Attorney General of Maryland regarding that issue.

Full Reading of Resolution 72-19 by Attorney Best: Whereas the Town Council finds that a councilperson is occupying a dual office of profit as a Councilperson of the Town of Forest Heights and a Town Administrator in another Maryland municipality; wherefore the Town Council declares and resolves that it agrees with the opinion of the Assistant Attorney General dated December 4, 2019 and hereby declares that a vacancy exists in the seat on the Council which Councilperson Mann was elected to last March, due to a violation of Article 35 of the Maryland Declaration of Rights of the Constitution of Maryland; and be it further resolved that Ms. Mann is thanked for her service, but that a new Councilperson shall be appointed to fill the vacancy in January 2020; and this resolution shall take effect immediately as of this 19th day of December 2019; The Town of Forest Heights, signed, Habeeb-Ullah Muhammad (Mayor). Motion by CW Hines to approve Resolution 72-19; seconded by CM Kennedy II; vote (4) yes; (1) no; (1) recuse; motion passed.

Public Period: Ms. Jacqueline Goodall was concerned that the closed session violated the Open Meetings Act and asked where in the charter did it state a councilperson could be removed. She also commented on legislation regarding Town employees and take-home cars, and how votes changed for different administrations.

Legislation

Resolution 68-19 A Resolution for the adoption of an amendment to the Town Employee Handbook regarding the take-home vehicle program and generally relating to the authorization for the use of vehicles and other transportation; introduced by CM Barnes; motion by CW Hines to waive the full reading; seconded by CM Washington; discussion; motion by CM Kennedy II to table the resolution until the next meeting; seconded by CW Hines; motion passed.

Resolution 70-19 A Resolution authorizing the Mayor to distribute a Christmas bonus to the Town employees; introduced by Mayor Habeeb-Ullah Muhammad; motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; motion by CM Washington to adopt Resolution 70-19; seconded by CW Hines; discussion; vote (6) yes; (0) no; motion passed.

Resolution 71-19 A Resolution to terminate the service of the Town Attorney; introduced by Council President Washington; Full reading. Motion by CM Washington to adopt Resolution 71-19; seconded by CM Barnes; discussion; vote; (2) yes; (4) no; motion failed.

New Business: CM Washington proposed a resolution to convert the Mayor's office into a multi-use workspace for the Council in the interim of the Police and Public Works Building at 606 Modoc Lane's completion. He also proposed changing the name of the Town to "City of Forest Heights" due to the increase in size from the annexation. Attorney Best noted some of the progress and stipulations of the developers in regard to the sector development and annexation of the Butler property.

CW Hines announced the Children's Holiday Party on Saturday, December 21, 2019 from 2-5pm.

Meeting Adjourned: 11:05 PM

**Town of Forest Heights
Treasurer's Report
January 3, 2020**

	Bank Acct Balance <u>12/31/19</u>
TD Bank General Fund	297,783.28
TD Bank Rainy Day Fund	157,132.40
TD Bank Speed Camera	2,749,994.51
TD Bank Municipal Money Market	<u>213,664.59</u>
	<u>3,418,574.78</u>

General Fund Highlights:

1. Real Estate Tax distribution - \$26,910.43
2. Highway User distribution - \$18,646.23

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

January 2, 2020

Town Appearance:

- Maintenance and up keep of the Community Park next to Henry's
- Daily Trash pickup on both sides of the town
- Monthly inspection of the Tot Lot
- Patching of potholes
- Reporting of Street light outages
- Leaf Pick up
- Cleaning storm drains and curbs of leaves and grass
- Cutting/removal of fallen trees
- Maintaining the Pet Waste Stations
- Monitoring of the Big belly Trash Compactors

Town Infrastructure:

- **N. Huron Dr.**
 - In final contract negotiation with contractor Fort Myers.
- Pavement Corp will place a seal coat on the parking lot because of the patch, which will take place in early Spring of 2020.
- **Sachem Drive – Hill:**
 - We are still unsure as to who the responsibility falls to for the repairing of the hill.
- Received a proposal from Choice Concrete for Cree Dr. in order to "Mill and Resurface".
- **Rolph Dr.**
 - Stevens Maintenance serviced the five tree boxes on Rolph Dr. and DPW was there to learn the process for future service.

Building Infrastructure:

606 Modoc: Cease work is in place

- POD to house donated furniture during 606 Modoc construction (on going)
- Temporary safety fence around house at 606 Modoc La. (on going).
- Contractor removed floor tile and abated asbestos in main lobby 12/16/19
- Received three proposals from Flooring and Tile distributors for new tile in the main lobby. Three for tile and one for epoxy.
- Placed RFP on eMaryland Marketplalce for rear parking lot (11/22/19)
- Pennoni inspected 606 for the winterization suggestions
- DPW mitigated the areas suggested by Pennoni for 606
- Contractor cleaned the furnace, air ducts and carpets Municipal Building 12/23/19

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

- Energy Watch Dog Pro representative inspected building lights for upgrade (waiting on outcome)

Equipment Maintenance

- Need to replace Charging Station for electric cars. (looking into a possible grant to purchase the Charging Stations)
- Checking all equipment for winter operations.
- Dump Truck in for Check up
- Ford F-250 had transmission linkage repair work, serpentine belt replacement

Other Areas:

- Answering Resident Communication (numerous)
- Making/receiving phone calls, follow ups and meetings with contractors and vendors
- Calls in to PWD&T to repair pothole on Livingston Rd at Shawnee Dr. (pending)
- Acquiring Erosion and Sediment Control Certification (Green Card and Yellow Card) from SHA and MDE
- Meeting with WSSC/Engineers 01/14/20 about repairs on sewer line on N. Huron
- Purchased Salt Brine to pretreat streets before a snow event



Mr. Stanley Mosley

Ongoing projects:

- Moving forward with the project management of the Tree Canopy Program (sponsored by Anacostia Watershed Society; led by Mr. Jim Foster). This grant pays for the planting of 25-200 trees in the town of Forest Heights. The program will pay for the purchase, planting and maintenance of the trees for three years. This program is used in conjunction with the Tree Canopy Program authored by the town of Forest Heights and falls within the purview of the Sustainable Communities Certification Program.
- MEA Weatherization Grant—this grant requires attention from both the Town Clerk and the Circuit Rider Manager. More household participation is required for this grant.
- Ongoing projects:
 - Stormwater Mitigation Grant: Mr. Linwood and myself met with Ms. Natalia Sanchez during the last week of September to discuss moving forward with the Stormwater Mitigation project. A subsequent meeting was held yesterday which included Ms. Maisie Hughes, an architectural landscape consultant. Ms. Hughes will be a member of the Chesapeake Bay Trust Stormwater mitigation project. The University of Maryland Environmental Finance Center along with MOST is spearheading this project. We are moving forward with the Forest Heights Stormwater action plan submitted by myself and Mr. Vaughn. Ninety percent of our time will be spent working on the grant offerings from Chesapeake Bay Trust, National Fish and Wildlife Foundation, Department of Natural Resources, Department of Housing and Community Development, and lastly Prince George's County CDBG program year 46.
- Department of Energy Municipal LED Street Light Program—Moving forward with the project management of the Energy Efficient Communities Program (EECP) grant; PEPCO is providing energy efficiency incentive funding, technical expertise, outreach and



Mr. Stanley Mosley

education to local municipality and government customers. Forest Heights is looking to replace 285 street lights with LED fixtures.

- Working with representatives from Maryland Smart Energy Committees (MSEC) (Michael Jones—MEA) and PEPCO (Robert Stewart—Manager, Smart Grid and Technology; PEPCO Holding) to discuss the costs associated with the installation of the first six lights (Town Hall parking lot (3 lights) and Arapahoe Drive (3 lights)).
- Working with representatives of MEA and PEPCO (Tony Ruffin, Sr. External Affairs Specialist) regarding the purchase, installation and cost of electric vehicle charging stations.
- Census Grant: Completed several outreach programs: Forest Heights Day, National Night Out (in partnership with the Forest Heights Police Department), Hispanic Heritage Month, Forest Heights Census kickoff, and Thanksgiving Dinner giveaway (in partnership with the Forest Heights Police Department) to name a few.
 - 12/6: Town Tree Lighting
 - 12/11: Exercise Class Private Lunch
 - 12/14: Senior Gala
 - 12/21: Children's Party
- Continuing to work with the Town Administrator and the Public Works Director to identify additional streets and infrastructure that requires immediate repair for health and safety reasons. Three streets have been completed.
- Working with Housing Options & Planning Enterprises, Inc. (HOPE) on the Forest Heights Neighborhood Home Improvement Program. HOPE has submitted a grant; we are awaiting a decision. Forest Heights will partner with HOPE on this initiative.



Mr. Stanley Mosley

- Completed PY46 CDBG grant application for sidewalk construction on Seneca Drive. Grant has been submitted and we are now awaiting a response.

Code Enforcement December 2019

Date	TYPE	AMOUNT	LOCATION
12/2/2019	RENTAL LICENSE	\$75.00	126 Seneca
12/5/2019	BUSSINESS LICENSE	\$400.00	5519 Livingston
12/9/2019	BUILDING PERMIT	\$242.15	5707 Balck Hawk
12/9/2019	CIVIL CITATION	\$500.00	5605 Sachem
12/12/2019	VACANT PROPERTY	\$250.00	911 Sachem Drive
12/19/2019	RENTAL LICENSE	\$75.00	5921 ottawa Street
12/30/2019	COURT JUDGEMENT	\$1,000.00	District Court
	TOTAL	\$2,542.15	

TOWN OF FOREST HEIGHTS
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN
December 2019
Ombudsman Report
Ronald B Govan

For the month of December, the Town of Forest Heights had

- **3** Transfer of liability
- **5** Late fee requested
- **3** Late fee requests granted
- **6** Cancel citation
- **10** Flag Release

FOREST HEIGHTS POLICE DEPARTMENT DECEMBER REPORT

Incident Type	Total
911 DISCONNECT	34
ACCIDENT	6
ASSIST	1
BLS COMBINED	2
BREAK IN IN PROGRESS	1
BREAK IN REPORT	1
CDS COMPLAINT	2
CHECK WELFARE	3
CHECK WELFARE COMBINED	2
DEATH REPORT COMBINED	1
DISORDERLY	18
DOMESTIC	10
DOMESTIC W/ WEAPON	3
FAMILY DISPUTE	6
FIGHT	2
FOUND	1
GUNSHOTS	1
HIT AND RUN	3
LOCK OUT IN	1
LOST PROPERTY	2
MISC POLICE INCIDENT	5
NOTIFICATION	1
PREMISE CHECK	51
PROPERTY DAMAGE	5
REPORTED T/A ROBBERY	1
RESIDENTIAL ALARM	11
RESIDENTIAL PANIC ALARM	1
SCHOOL ALARM	1
STOLEN VEH	3
SUBJECT STOP	3
SUSPICIOUS AUTO	3
SUSPICIOUS OCC AUTO	7
SUSPICIOUS PERSON	6
THEFT J O	1
THEFT REPORT	2
TRAFFIC COMPLAINT	6
UNKNOWN TROUBLE	18
VANDALISM	1
VEHICLE ACCIDENT COMBINED	3
WARRANT SERVICE	1
Total Calls -->	230

Fortitude Honor Peacemaker Devoted

STATISTICAL REPORT

State Traffic Citations- 293

State Equipment Repair Orders-10

Parking Citations Issued-13

Arrest-8

Impounds-30

Reports-37

Citation Fees: \$3,197.00

Town Council Work Session Report For 1.6.20 (Town Administrator)

Linwood Robinson

North Huron Drive Sidewalk Project Set to Begin

On February 22, 2019 the North Huron Drive Sidewalk Project (Safe Routes to School) was put out for advertisement to seek bids for a construction firm to build a sidewalk along the street. This is an important public safety project because it will provide for safe pedestrian traffic along North Huron Drive where no sidewalks currently exist. And perhaps most notable, students in the neighborhood will be able to walk to and from Forest Heights Elementary School without competing with cars on the roadway.

A contract has been signed by the Town and local firm Fort Myer Construction Corporation and a pre-construction meeting involving all parties took place in late 2019.

A meeting to brief the residents along North Huron Drive and answer any questions they have before the start of construction will take place at Town Hall on Tuesday, January 7th at 7PM.

The projected start date of construction is January 27th.

New Town Hall building Security Measures

Several months ago, the Town Council approved a Resolution to upgrade and install new security measures for the Town Hall building. The project includes the installation of a lobby partition wall with controlled public access at the front door of the building, as well as reinforcement of other points of entrance at Town Hall.

Installation of this project is scheduled for January 16th.

Petra Development Pre-Annexation Agreement

As you are aware, Petra, a development firm in the Washington, DC area has been working with the Town towards the development of a proposed mixed-use project, "Harbor View". The project would be constructed on land that is primarily within the existing town limits. But, portions of the project are proposed for property that is not in Forest Heights. The project proposal includes the annexation of that adjacent land into the Town.

To that end, the developer has drafted a Pre-Annexation Agreement and Letter of Support and has requested Town approval of both documents. Copies of both documents were provided to the Town Council in December. The Pre-Annexation Agreement includes input provided by our Town Attorney which represent the Town's best interests.

Essentially, this agreement would connect the successful approval of Petra's Plans by the County, to the Town beginning the process of annexing the portion of their property that is not yet within the town limits. There are other related fees and stipulations contained within as well.

At the December meeting, upon recommendation of the staff, the Town Council expressed interest in holding a forum to discuss and address any issues or questions associated with the Pre-Annexation Agreement. This document has very important ramifications related to many future aspects of project development.

*Staff would like to establish a date for the forum during the January 6th Work Session.

Recent Personnel Actions

Antoine Williams, a part-time Forest Heights police officer recently resigned from the force effective December 16, 2019. Officer Williams made a notable impact during his service with us which included helping to significantly enhance our Code Enforcement efforts. He served the Town of Forest Heights with distinction. We wish him all the best in his future endeavors!